

Madam Mayor Cllr Hey and Members of the Governance and Procedures Committee; Cllrs Andrews, Boulter, Dykes, Hunt, Kenyon, Powell, Stevens, Wilcox and Williams.

You are hereby summoned to attend a meeting of the Committee as set out below and at which the matters for discussion are on this agenda.

Steve Kerry

Town Clerk

At the start of the meeting the Chair will remind all present of the fire evacuation procedure.

HEREFORD CITY COUNCIL
GOVERNANCE AND PROCEDURES COMMITTEE
The Hereford City Council Committee Room, Town Hall,
Hereford
Tuesday 23rd July 2019 at 6 pm

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.

2. **SUBSTITUTIONS**
To note the appointment of any substitute members.

3. **DECLARATIONS OF INTEREST**
To receive declarations of interest under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

4. **MINUTES OF PREVIOUS MEETINGS** **APPENDIX ONE**
To receive and approve the Minutes of the meeting of 11th June 2019.

5. **HARMONISATION OF ANNUAL LEAVE AND CONTRACTS OF EMPLOYMENT** **APPENDIX TWO**
To consider a report from the Town Clerk regarding the Council's options regarding these allowances.

- 6. FORMAT FOR REPORTS** **APPENDIX THREE**
To consider the attached report from the Town Clerk.
- 7. PROCEDURE FOR DEALING WITH COMPLIMENTS, COMMENTS AND COMPLAINTS** **APPENDIX FOUR**
To consider the attached report from the Town Clerk.
- 8. CITY COUNCIL EMAIL ADDRESSES** **APPENDIX FIVE**
To conclude the discussion on City Council email addresses for Councillors following the report by the Clerk to Council.
- 9. YOUTH COUNCIL** **APPENDIX SIX**
To consider the report of the Deputy Town Clerk following the meeting of the working group set up by the last meeting.
- 10. COST OF VISIT TO VIERZON** **APPENDIX SEVEN**
To consider the report of the Town Clerk
- 11. SUMMARY OF EXISTING POLICY STATEMENTS AND REVIEW TIMETABLE** **APPENDIX EIGHT**
To consider the report of the Town Clerk.
- 12. EXCLUSION OF PRESS AND PUBLIC**
To consider excluding the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 1(2), to enable a confidential matter to be discussed.
- 13. CONFIDENTIAL MINUTES OF THE MEETING OF 11TH JUNE 2019** **APPENDIX NINE**
To receive and approve the minutes of the confidential item discussed at the last meeting.
- 14. READMISSION OF THE PRESS AND PUBLIC**
To readmit the press and public at the conclusion of confidential business.
- 15. ITEMS FOR FUTURE MEETINGS**
To identify matters to be discussed at future meetings.

Relationship with HALC/NALC
- 16. DATE OF NEXT MEETING**
Tuesday 1st October 2019 at 6 pm.